



DEPARTMENT FOR CHILDREN AND FAMILIES
Child Care Financial Assistance Manual



Chapter	ELIGIBILITY CRITERIA	
Subject:	Special Health Needs (Adult)	
Approved:	Reeva S. Murphy, Deputy Commissioner	Effective: 09/04/2016
Regulation:	II B 1 Service Need	

PURPOSE

To support families to provide their children with stable and safe child care.

REGULATION

Child Development Division may offer child care to primary caretakers who are determined as having special health needs. Authorization of childcare financial assistance is limited to the number of days and hours per week recommended by the professional making the determination. The family must meet income eligibility criteria.

DEFINITION

A primary caretaker whose physical, mental and/or emotional condition precludes her/him from employment/training opportunities and the provision of adequate and necessary care and supervision of her/his children during all of the days and/or hours that such care and supervision is required.

PROCEDURES

- The primary caretaker must submit an application for financial assistance child care and the Special Health Needs (Adult) form completed by:
 - Physician (MD)
 - Nurse Practitioner (NP)
 - Physician Assistant (PA)
 - State Licensed PsychologistVerification will only be accepted if:
 - Applicant has signed the form
 - Information has been completed by the health care professional
- If at initial application, the Special Health Needs form indicates a limited (less than 12 months) duration of condition, create authorization for 12 months.
- Once the SHN form expires, contact client and explain that proof of service need is required. Inform them that they will remain eligible for a period of 3 months to engage in job search, resume work, or enroll in an education or training program.
- If client states that they are looking for a job, send a Seeking Employment Plan and ask them to return it within 10 days.
- If client reports that they are now working, or in school, request proof of service need and re-determine file. If the new income decreases eligibility for the family, the subsidy percentage will remain the same as previously determined.
- After 3 months if the client does not have a new service need, the case may be closed.
- This Special Health Need documentation is updated at the time of redetermination, even if the condition is considered permanent/lifelong.

Please Note: Per the definition above, the primary caretaker has a condition that precludes them from reasonable employment or training, therefore Special Health Need-Adult may not be combined with the service needs of Employment, Seeking Employment, Training or Education.

The Child Development Division reserves the right to question and or limit the days and hours of child care. Child care will not be offered during requested/recommended hours if another primary caretaker is available to care for her/his own children.